

July 29, 2020

Jonathan Shockley
1000 Sutter St.
Apt. 123
San Francisco, CA 94109

Re: Invitation to Engage in the Interactive Process

Dear Jonathan,

This letter is in regarding your current leave of absence and to invite you to engage in the interactive process. The interactive process is the means by which the Company evaluates requests for reasonable accommodations and the continued appropriateness of reasonable accommodations that have been previously provided to employees.

In your case, you have been on a leave of absence since February 16, 2019, for almost 17 months. Since your leave began, you have exhausted all leave available under the Family Medical Leave Act and/or the California Family Rights Act as well as any personal leave entitlement.

At this time, the Company understands that you have been released to return to work subject to the following restrictions: no repetitive activities using upper extremities limited to 1 hour in an 8 hour shift; and no lifting, pushing or pulling greater than 5 pounds. The Company believes that it is able to accommodate these restrictions using available technology (e.g., a foot mouse and sit to stand desk). Therefore, we would like to schedule a time for us to meet to discuss available reasonable accommodations.

An interactive process meeting has been scheduled for Monday, August 10, 2020 at 1:00pm PST via WebEx. The dial-in information is as follows:

Dial-in Phone Number: 669-900-6833 Meeting ID: 830 814 6761

If you are not available on the date and time proposed, please let me know so that we can reschedule the meeting.

If you have any questions, please feel free to contact me at 847-720-2109. Otherwise, I look forward to meeting with you on Monday, August 10.

Sincerely,



Amy Koeneman
Sr. Director of Human Resources